

# Child Safe Code of Conduct

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Wagga Wagga City Council ('Council') employees include any person engaged in work for Council in any of the following capacities:

- full-time, part-time, casual, temporary, fixed term, maximum term employees;
- apprentices or trainees;
- labour hire employees;
- work experience students;
- volunteers; and
- for the purposes of this document, Councillors.

## All Wagga Wagga City Council employees must:

- ✓ Treat children and young people with respect and value their ideas and opinions
- ✓ Act as positive role models in their conduct with children and young people
- ✓ Avoid any unnecessary physical contact with a child or young person
- ✓ Report any misconduct or inappropriate behaviour by Wagga Wagga City Council employees to their supervisor
- ✓ Contact the police if a child is at immediate risk of abuse – phone 000
- ✓ Report any suspicions based on reasonable grounds that a child or young person is at risk of significant harm to their supervisor or the Child Protection Helpline on 132 111

## All Wagga Wagga City Council employees must not:

- ✗ Show favouritism through the provision of gifts or inappropriate attention
- ✗ Arrange contact, including online contact, with children or young people outside of Council's services, programs and activities
- ✗ Photograph or video a child or young person without the consent of the child and their parent/s or guardian/s
- ✗ Work with children or young people while under the influence of alcohol or illegal drugs
- ✗ Engage in open discussions of a mature or adult nature in the presence of children
- ✗ Use inappropriate language in the presence of children.
- ✗ Shame, humiliate, oppress, belittle or degrade children or young people
- ✗ Unlawfully discriminate against any child
- ✗ Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- ✗ Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- ✗ Be alone with a child or young person unnecessarily and for more than a very short time
- ✗ Develop a 'special' relationship with a specific child or young person for their own needs

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All Wagga Wagga City Council employees holding a NSW Working with Children Check **must:**

- ✓ Act in accordance with this Code of Conduct outside of work, and note their behaviour, regardless of whether at work or not, may be subject to the Reportable Conduct Scheme.
- ✓ Should they become aware that another Wagga Wagga City Council employee poses a serious risk of abusing a child or young person under 18 years of age, alert their supervisor and ensure measures are taken to remove or reduce the risk of abuse.
- ✓ Note 'failure to protect' where an employee has power to do so, may incur a penalty of up to two years' imprisonment.

**Breaches of Council's Child Safe Code of Conduct may lead to disciplinary action up to, and including, termination of employment**

*Council is committed to embedding the NSW Child Safe Standards across our organisational culture and practices to prevent abuse and ensure the safety, welfare and well-being of the children and young people for whom Council provides a service, and with whom the organisation has contact.*